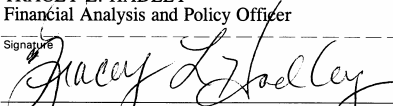

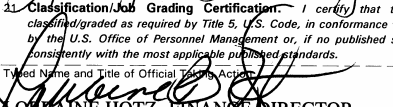
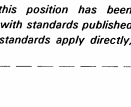


<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)						1. Agency Position No. <b>13088</b>	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Orlando, FL</b>		5. Duty Station <b>Orlando, FL</b>	
6. OPM Certification No.		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Explanation (Show any positions replaced)		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	
13. Competitive Level Code <b>11AA</b>		14. Agency Use					
15. Classified/Graded		Official Title of Position		Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management						Grade	
b. Department, Agency or Establishment						Initials	
c. Second Level Review		<b>Student Trainee (Program Analysis)</b>		<b>GS</b>		<b>0399</b>	
d. First Level Review						<b>11</b>	
e. Recommended by Supervisor or Initiating Office						Date	
16. Organizational Title of Position (if different from official title) <b>Department of the Army</b>				17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment <b>ASA (ALT)</b>				c. Third Subdivision <b>Finance Directorate</b>			
a. First Subdivision <b>PEO STRI</b>				d. Fourth Subdivision <b>Finance-Matrix Division</b>			
b. Second Subdivision				e. Fifth Subdivision			
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.			
a. Typed Name and Title of Immediate Supervisor <b>TRACEY L. HADLEY</b> <b>Financial Analysis and Policy Officer</b>				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature 				Signature 			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position <b>GS-0099, Gen Stud Trnee Sers Defin and GS-0399, Admin and Off Supp Stud Trainee Sers Defin (Handbook of Occupational Groups and Families August 2002); USOPM PCS for GS-0343, TS-98 August 1990; USOPM Admin Analysis GEG, TS-98 August 1990</b>			
Typed Name and Title of Official Grading Authority <b>LOUKAINE HOTZ - FINANCE DIRECTOR</b>				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.			
Signature 				Date 			
23. Position Review		Initials		Date		Initials	
a. Employee (optional)						Initials	
b. Supervisor						Initials	
c. Classifier						Initials	
24. Remarks <b>BUS: 7777</b> <b>Position is at the full performance level.</b> <b>Student Trainee SCEP position.</b>							
25. Description of Major Duties and Responsibilities (See Attached)							

## Student Trainee (Program Analysis), GS-0399-11

### MAJOR DUTIES

1. As a graduate level Student Career Experience Program (SCEP) trainee, serves as a Program Analyst performing a variety of assignments of significant and increasing responsibility, involving different and unrelated situations, processes and methods, within the Program Analysis field. Works independently or as a team member performing assignments of complex difficulty and responsibility.

Conducts analyses of assigned portions of current and projected acquisition programs to evaluate actual or potential effectiveness in achieving objectives and performs financial management duties of programs assigned. Performs analyses of assigned portions of program/system/project implementation and execution in order to program funding and manpower resources. Analyzes assigned aspects of new or established programs. Analyses include program objectives, policies, and progress, resource estimates and utilization, program interfaces and other related matters.

Identifies new program resource needs upon consideration of such factors as the impact of trends and the effect of actual or probable legislative action and participates in developing and recommending program objectives, requirements, and the allocation of resources required.

Participates in development of changes in program objectives, and adjustments in resources utilization to correct deficiency situations and provide balanced resources in established programs.

Completes on-the-job- training, and/or self development as set forth in the incumbent's Individual Development Plan and Training Agreement.

Performs other duties as assigned.

100 %

## FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - FL 1-7 - 1250 POINTS

Knowledge of the practices, methods and techniques of Budget/Program Analysis to independently, or as a team member, perform assignments that provide training and experience while contributing to the substantive work of the organization. Knowledge of qualitative and quantitative analysis techniques. Methods and techniques used are conventional and apply to most situations encountered. Comprehensive knowledge of program analytical and evaluative methods as applied to the planning and execution of all PEO STRI programs. Ability to modify standard practices and procedures to solve a variety of problems related to the life cycle phases of programs. Ability to request, analyze and gather financial information and prepare consolidated solutions for the PEO.

Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by administrative or professional personnel, or substantive administrative support functions (i.e., internal activities or functions such as supply, budget, procurement, or personnel which serve to facilitate line or program operations). This level includes knowledge of pertinent laws, regulations, policies and precedents which affect the use of program and related support resources (people, money, or equipment) in the area studied. Projects and studies typically require knowledge of the major issues, program goals and objectives, work processes, and administrative operations of the organization.

## FACTOR 2. SUPERVISORY CONTROLS - FL 2-4 - 450 POINTS

Works under the general supervision of the immediate supervisor who consults with the incumbent on matters such as developing the broad aspects of the assignments and long-term milestones to be reached.

Within the parameters of the approved project plan, the incumbent independently plans, analyzes, reviews, and carries out assignments. The incumbent keeps the supervisor informed of progress, potential controversial subjects, and situations and actions which affect policy and funds.

Completed work is reviewed for effectiveness in meeting requirements, expected results, and impact on mission functions.

## FACTOR. 3 GUIDELINES - FL 3-3 - 275 POINTS

Guidelines such as handbooks, regulations, manuals, and precedents are available, but do not always apply to the specific details of the work. Employee

must use judgment in selecting, interpreting and applying available guidelines to specific cases.

#### FACTOR 4. COMPLEXITY - FL 4-4 - 225 POINTS

The work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations in a program or program support setting. Work requires the application of qualitative and quantitative analytical techniques that frequently require modification to fit a wide range of variables.

#### FACTOR 5. SCOPE AND EFFECT - FL 5-3 - 150 POINTS

The work involves a variety of conventional problems, questions, or situations, which must be addressed and resolved through unrelated, but established processes. Reports and recommendations affect the operation and management of systems or programs studied.

#### FACTOR 6/7. PERSONAL CONTACTS AND PURPOSE OF CONTACTS - FL 2B - 75 POINTS

Contacts are with employees and managers within and outside the Command. Occasional contact with private contractors.

Purpose of contacts is to exchange information, plan, coordinate, make recommendations on work studied and/or analyzed and to recommend solutions to problems in areas studied.

#### FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 POINTS

Work is primarily sedentary. No significant physical agility or exertion required.

#### FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 POINTS

Work is usually performed in an office setting with adequate heating, lighting, and ventilation. No significant risk, discomfort or safety factors.

TOTAL POINTS – 2435  
Point Range 2355-2750

FLSA: FLSA Exempt IAW 5 USC & CFR 551.203 (b).